

## TIPS FOR REGISTERING EMPLOYEES

### OPTION ONE: *How do agencies enroll participants/employees in workshops?*

Click Manager Self-Service Link → Click Team Learning → Click Search Catalog → Click on Activities

→ Click the All Link → Click the Search All button → Search results are displayed → Once you have located the desired course click the Enroll button. A description and abstract is displayed providing detail for the selected activity

→ Click the Enroll button → Your team member list is provided. You can select one or multiple employees to attend the selected activity → select learner or learners from the list

→ Click the Group Actions List → Click on Enroll → Click Go → Click Submit Enrollment button

**The enrollment will now process two approval steps:**

1. Supervisor
2. Financial Learning Administrator

**How do agencies drop participants/employees in workshops?**

Click Manager Self-Service Link → Click Team Learning → Click Team Learning Link → Click Team Learning Link again  
→ Select the learner you wish to drop and click the Drop button → Review Information screen will appear, click the Drop button → Message appears – “You have successfully dropped employee from the activity”

**Note: If the supervisor enrolls the employee, only the supervisor and the training administrator can drop the employee's enrollment. The employee cannot drop enrollment through Edison employee self-service.**

### OPTION TWO: *How do employees enroll in workshops?*

Click Employee Self-Service Link → Click on learning → Click Search Catalog → Click the Search button

→ Click on Activity → Click Enroll button → Review Information page will be shown → Click Submit button

**The enrollment will now process two approval steps:** 1. Supervisor 2. Financial Learning Administrator

**How do employees drop from a workshop?**

Click on Employee Self-Service Link → Click on Learning → Click on All Learning → All Learning page will appear, click Drop button beside activity → Message appears – “You have successfully dropped employee from the activity”

**Note: The employee has the ability to drop from a training activity after enrollment has taken place.**

